

OPERATIONS BUSINESS TEAM

April 5, 2000 (DRAFT)

	OPPORTUNITY CATEGORY	DECISIONS AND ACTIONS	STATUS / ISSUES / COMPLETION DATES	NEXT OBT REVIEW DATE	RESPONSIBLE PERSON(S)
1	Compliance	Records Management Pilot Results & Roll Out Plan	Pilot Results & Roll Out Plan reviewed and approved. Will start new Records Management Process roll out in 8/00 and complete by end of 2000.	DONE	H. Burnley
2	Compliance	Review of Security Audit	Reviewed PM Security audit recommendations which are not being implemented by the Fire & Security Project, but which are recommended by PM Corporate Audit. Will rearrange planters in OC lobby to channel people past Security desk at OC. A PM employee will audit the contract security force on B&C shifts.	DONE	DLM
3	Compliance	SEMI-ANNUAL Safety System Management Review	Review conducted. EH&S to develop comparison of safety assesment information with available benchmark data.	DONE	DLM
4	Costs & Cash Flow	MONTHLY - Operations Budget Update	January / February budget review conducted.	DONE	M. Saine
5	Costs & Cash Flow	QUARTERLY Review - Open Capital Projects	4Q'99 report on open capital projects given. Will plan to limit capital spending on reroofing to one project per year.	DONE	M. Saine
6	Organizational Capability	Advancement Planning	Plan for Advancement Planning in 2000 distributed, reviewed and implemented. Next session scheduled for 4/20/00	DONE	K. Benner
7	Organizational Capability	PMEF	Recommendations made for implementing the PMEF campaign in 2000 - 2001 timeframe. Will plan contacts with the Unions and focus groups to get inputs on implementation.	DONE	T. Hanson
8	Organizational Capability	VCU Non-Native English Speaking Communication Enhancement Course	Presentation made and recommendations accepted. D. Dewar to solicit nominees from the OBT. Will fund from an RD&E cost center.	DONE	K. Benner
9	Quality System Implementation	MONTHLY - Quality System Milestone Review	Milestone review conducted. Will also be reporting on Quality System effort using Performance Measurement S-Curves starting in 4/00.	DONE	JAC

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10	Communications	Review of Video "Together We Move Mountains"	OBT to review video. Time: 5 min.	4/6/00	T. Hanson
11	Compliance	Institute of Medicine (IOM) Presentation	R. Solana to make presentation. Time: 1 hr.	4/6/00	R. Solana
12	Compliance	Preparations for Customs Inspection	Overview of audit process and preparations given. M. Saine to provide update at 4/6/00 OBT meeting. Time: 15 min.	4/6/00	M. Farriss & DLM
13	Consolidation & Integration	Production Plan & CC3 Update	R. Kelly to give update. Time: 30 min.	4/6/00	H. Burnley & SR
14	Costs & Cash Flow	2000 2RF Budget Direction, Target Setting & Pro/Con	M. Saine & E. Johnson to make presentation & facilitate discussion. Time: 2 hrs.	4/6/00	M. Saine
15	Costs & Cash Flow	E-Business Pilot Project	S. Lizza, T. Jarona and J. McGowan to make presentation. Time: 30 min.	4/6/00	H. Long
16	Costs & Cash Flow	LMCP Analysis	K. Kriva to make presentation. Time: 30 min.	4/6/00	H. Burnley
17	Costs & Cash Flow	QUARTERLY Review - Strategic Equipment Reserve	R. Arents to give review. Time: 20 min.	4/6/00	H. Alonso & SR
18	Costs & Cash Flow	QUARTERLY Update on Symphony	H. Burnley & JAC to give update. Time: 30 min.	4/6/00	H. Burnley & JAC
19	Costs & Cash Flow	Strategic Plan Review	L. Pulsifer to facilitate review. Time: 1 hr.	4/6/00	H. Burnley

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20	Organizational Capability	MONTHLY - Creating the Future Update	4/1/00 commitment made for notifying Louisville personnel re: LSPP, LMCP, and Leaf warehouses. OBT will follow up at 4/6/00 OBT meeting with a "Want To Do" list for each of the Operations 10X Initiatives from the OBT Keswick meeting. OBT will revisit CTF hourly workforce plans at 6/16/00 meeting to assess potential weather impact. OBT members will review the CTF schedule and identify which Homestead weeks they can attend. OBT to return comments on draft of the proposed Vision presentation by 2/28/00.	4/6/00	RCT
21	Organizational Capability	Advancement Planning	R. Driver to facilitate. Balance of meeting to be devoted to this topic.	4/20/00	K. Benner
22	Quality System Implementation	Management Review 1	D. Connor & R. Fenner to make presentation. Time: 1 hr.	4/20/00	JAC
23	Communications	Intranet Council	T. Jarona & B. Kelly to make presentation. Time: 30 min.	4/28/00	JRN
24	Competitiveness	Innovation Process	J. N. Smith & B. Mait to make presentation. Time: 1 hr.	4/28/00	U. Nyffeler
25	Compliance	Document Collection for Litigation	J. Mahon to make presentation. Time: 45 min.	4/28/00	J. Holleran
26	Consolidation & Integration	PM USA Intranet	J. Amado to make presentation	4/28/00	J. Amado
27	Consolidation & Integration	Production Plan Update	R. Kelly to give update.	4/28/00	H. Burnley & SR
28	Costs & Cash Flow	2000 2RF Progress Update	M. Saine & E. Johnson to make presentation. Time: 1 hr.	4/28/00	M. Saine
29	Costs & Cash Flow	Financial Control Process Improvements	Recommendations made concerning job rotations in certain areas to improve financial controls. OBT members to review job rotation opportunities within their areas and present action plan in 60 days.	4/28/00	M. Saine
30	Costs & Cash Flow	QUARTERLY Review - Open Capital Projects	M. Saine to provide 1Q '00 report on open capital projects.	4/28/00	M. Saine
31	Costs & Cash Flow	Stemming Update	M. Maher to give update.	4/28/00	M. Farriss

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32	Costs & Cash Flow	Strategic Plan Review	L. Pulsifer to facilitate review.	4/28/00	H. Burnley
33	Organizational Capability	CTF Recognition Efforts	B. Hage to make presentation. Time: 1 hr.	4/28/00	K. Benner
34	Organizational Capability	Quality of Worklife	Presentation made. Will offer coffee service to functions upon request. T. Hanson to revisit Personal Services further when the fitness center opens. DLM & H. Alonso to review sidewalk/roadway possibilities in the vicinity of the O/C & MC.	4/28/00	H. Long
35	Quality System Implementation	MONTHLY - Quality System Milestone Review	J. Williams to give update	4/28/00	JAC
36	Costs & Cash Flow	ET Project Update	<i>Recommendation accepted on 2/24/00 to slow the process to determine whether equivalent or greater throughputs can be achieved in conjunction with a reduction in downtime. C. Schwartz to review current throughput progress, key issues, shutdown plans and current inventory position at the 5/18/00 OBT meeting.</i>	5/18/00	SR
37	Organizational Capability	Technical Ladder Promotion Review	R. Driver to facilitate. Time: 2 hr.	5/18/00	K. Benner
38	Organizational Capability	Spring Soiree	OBT invited by Engineering. Time: 3:00 - 8:30 p.m.	5/18/00	H. Alonso
39	Costs & Cash Flow	QUARTERLY - Strategic Plan Review	L. Pulsifer to facilitate review by OBT for direct reports.	5/22/00	H. Burnley
40	Compliance	QUARTERLY Review - Warrant Response Plan	Update to be distributed to OBT prior to 6/16/00 meeting. J. Holleran to address any questions briefly at the meeting.	6/16/00	J. Holleran
41	Consolidation & Integration	Production Plan Update	R. Kelly to give update.	6/16/00	H. Burnley & SR
42	Costs & Cash Flow	MONTHLY - Operations Budget Update	April / May review scheduled for the 6/16/00 meeting.	6/16/00	M. Saine
43	Costs & Cash Flow	Repair Parts Inventory Update	M. Gordon to make presentation. Time: 15 min.	6/16/00	SR
44	Costs & Cash Flow	Strategic Plan Review	L. Pulsifer to facilitate review. Time: 1 hr.	6/16/00	H. Burnley

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45	Organizational Capability	MONTHLY - Creating the Future Update	<i>R. Driver / RCT to give update on hourly workforce CTF plans.</i>	6/16/00	RCT
46	Quality System Implementation	MONTHLY - Quality System Milestone Review	J. Williams to give update	6/16/00	JAC
47	Compliance	Case Tracking	R. Talley to make presentation.	7/6/00	JAC
48	Costs & Cash Flow	QUARTERLY Review - Strategic Equipment Reserve	R. Arents to make presentation.	7/6/00	H. Alonso & SR
49	Quality System Implementation	Management Review 2	<i>D. Connor & R. Fenner to make presentation. Time: 1 hr.</i>	7/6/00	JAC
50	Quality System Implementation	SEMI-ANNUAL - Review of PM USA Sanitation Program	D. Chadick to give review	7/20/00	R. Cox & JAC
51	Organizational Capability	PPP & Promotability Ratings	Time: 2 hrs.	9/15/00	K. Benner
52	Costs & Cash Flow	QUARTERLY - Strategic Plan Review	<i>L. Pulsifer to facilitate review by OBT for direct reports.</i>	9/28/00	H. Burnley
53	Compliance	SEMI-ANNUAL Safety System Management Review	D. Merrill & C. Stiff to coordinate review.	10/12/00	DLM
54	Organizational Capability	Organizational Review & Technical Ladder Promotion Review	Meeting to be devoted to this topic.	10/26/00	K. Benner
55	Incentives & Compensation	IC/Stock Review	Time: 2 hrs.	11/9/00	K. Benner